

# JAMES O'MALLEY

STRONG IT SKILLS | FAST LEARNER | CREATIVE PROBLEM-SOLVER

CONTACT

 [JamesOMalley.media](https://JamesOMalley.media)

## INTRODUCTION

I am a motivated and versatile professional with strong communication and interpersonal skills, excellent organisation and time management, and experience working under pressure to tight deadlines. Currently, I work at the University of Otago in Student Administration and seek a new professional challenge where I can engage my creative, and problem-solving skills, as well as continue to develop my skills in producing engaging content.

I am highly fond of pretzels, playing golf, and completing the NY Times crossword puzzles.

## EDUCATION

### BACHELOR OF ARTS

Multimedia Communications,  
with minor in Filmmaking  
Academy of Art University, SF,  
CA (USA)

Subjects: content production, film-making, on-camera hosting, live TV production, video editing, web design, podcasting, radio hosting, and more.

### HIGH SCHOOL DIPLOMA

Pleasant Valley High School,  
Chico, CA (US)

## SKILLS

- **Strong IT/computer skills:** I am very comfortable with utilising technology to achieve high quality outcomes. I am fluent in the Adobe Creative Suite, Wordpress CMS, Microsoft Office Suite, other programs such as Final Cut Pro X and Pro Logic, plus social media platforms.
- **High level communication and organisation skills:** I have been involved in communicating ideas, negotiations, client revisions, delivering finished projects and more that honed my communication and organisation skills.
- **End-to-end creative campaigns/productions:** I have produced high quality campaigns/productions, project management, budgeting, and analysis.
- **Strong customer focus:** I have extensive experience in positively managing client and stakeholder relationships.
- **Robust attention to detail:** I am fastidious and have experience focusing on the minute details of projects as well as seeing the big picture.
- **Varied working strengths:** I have plenty of experience working both independently and within a team, as well as in combination.
- **Creative problem solving:** I feel this this is one of my main strengths. I enjoy the puzzle that different opportunities can provide.
- **Plus leadership and management experience**

## EXPERIENCE

### STUDENT ADMINISTRATOR - STUDENT EXPERIENCE

*University of Otago, Dunedin Campus*

*2022 - present*

- Creatively problem-solved and developed improvements to departmental forms and processes, including a new database that has improved team efficiency and reduced frustration
- Provide timely, accurate, courteous and consistent information and assistance for student course management
- Additional responsibility to handle complex student enquiries
- Maintain an up-to-date knowledge of the University's and government admission, enrolment and administrative regulations, policies and guidelines
- Work collaboratively with colleagues, AskOtago, and the broader Shared Services Division, as well as academic and support service areas

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## INTERESTS

- Playing golf: member at Otago Golf Club with a 2 handicap
- Teaching my 5-year-old son the game of golf
- Creating digital art
- Commercial aviation expert
- Play guitar, bass, and piano
- Travel
- Growing vegetables
- Read all of David Foster Wallace's 'Infinite Jest'

## MULTIMEDIA WORK

To see examples of my graphic design, short films, interviews, advertising, news packages, and more, please visit my portfolio website:

<https://jamesomalley.media/>

## REFERENCES

Professional and character references available upon request.

## EXPERIENCE (CONTINUED)

### DIGITAL CREATIVE & GRAPHIC DESIGN

*Freelancer, James O'Malley Media*

*2011 - present*

- Produce, film, and edit projects for US-based clients, including short films, interview series, promotional films, and training videos
- Produce tailored cuts for client use on social media platforms
- Deliver end-to-end creative campaigns and productions within timeframe and budget
- Positively managing client and stakeholder relationships
- Deliver high quality work outputs for clients
- Design and produce travel, golf, and aviation posters for sale, as well as a children's educational language program

### FILMMAKER & EDITOR

*Alameda County District Attorney's Office, Oakland, CA (US)* *2018-2019*

- The sole digital creative production role for an organisation of 350
- Coordinated, filmed, edited, and distributed the weekly legal education show 'Points and Authorities' seen by all DA's offices around California
- Produced, filmed, and edited victims' testimonials
- Developed, filmed, and edited in-house training and educational videos
- Filmed events
- Produced social media content, graphics, and animations

### SENIOR PRODUCTION ASSISTANT

*Academy of Art University, San Francisco, CA (US)*

*2016-2017*

- Live play-by-play commentating for AAU baseball broadcasts
- Set up the television studios for live broadcast and classes, including custom camera, lighting, and sound settings
- Produced live TV broadcasts, operated the TriCaster, produced and hosted radio shows and podcasts
- Supervised and trained junior production assistants

### PGA PROFESSIONAL GOLF INSTRUCTOR

*Monarch Bay Golf Club, San Leandro, CA (US)*

*2007-2012*

- As a member of the PGA, I instructed adults and children in the fundamentals of golf, in small groups, and one-on-one
- Led children's practices and holiday golf camps, fundraising rounds
- Managed cart, pro-shop, and driving range staff